

# Meeting Minutes

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Date: September 28, 2017

Time: 4pm

Location: Design Suite

In Attendance: Jake Hall, Adam O'Keefe, Joe Stanley, Will Seegmiller, Rachel Rosasco

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## Discussed Items:

### 1) Snapshot –

- Team discussed with Dr. Shrestha progress made on snapshot day items
- Went over expectations of the day and deliverables
- Confirmed our location and time

### 2) Design –

- Introduced some of our initial design ideas for the project and the direction we were thinking of going

## Action Items:

*Items to be worked on before next meeting, includes continuation of previous action items not completed*

Team Member	Action Description
Jake	Pros and background slides
Will	Biomass sources slide
Joe	Mission statement, one drive power point upload
Adam	Process diagram, emailing mentor
Rachel	Problem statement slide, upload contract